School of Medicine Undergraduate Special Cases Committee (USCC) for MBChB, Intercalated & Classified Programmes (I&CP)

2018-19

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SECTION 1 MBChB Guidance

GUIDANCE FOR MBChB STUDENTS

1.1 Background and context

*This document must be read in conjunction with the University Mitigating Circumstances Guidance for all Taught Undergraduate and Postgraduate Students
http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances

This guidance aims to assist MBChB administrative staff, academic staff, personal tutors, and external examiners in understanding the process of considering mitigating circumstances for School of Medicine MBChB Degree.

1.2 What is the Undergraduate Special Cases Committee (USCC)?

The School of Medicine Undergraduate Special Cases Committee (USCC) hears applications for mitigating circumstances submitted by School of Medicine undergraduate students. Normally, USCC sits separately to consider cases for MBChB students (USCC-MBChB) or Intercalating and Classified students (USCC-I&C).

USCC has an independent Chair. The Chair does not sit on either the School Progress Committee (Progress) or any of the School Undergraduate Board of Examiners (UBE /CUBE) or Committees of Examiners (CoE). A summary of USCC’s composition and remit is described in Appendix A.

The deliberations of USCC are independent from all Committees of Examiners (CoEs), all Undergraduate Board of Examiners (UBE), the Classified Undergraduate Board of Examiners (CUBE) and the Progress Committee (Progress). This independence facilitates the consideration of each claim on the merit of the case presented.

1.3 Does USCC hear all cases for mitigation?

No, in the MBChB programme mitigation is only considered when a student has failed a unit of assessment or when the assessment is not sat by a student (examples of units include IMS, CBS, I&P, C2C, C&M); this is because the MBChB programme is an unclassified degree.

1.4 What decisions can USCC make?

Your application will be considered within your School by the School Special Cases Committee Details of membership of the Committee can be found (https://www.medicine.leeds.ac.uk/mitigation/committee.aspx) This Committee will make a recommendation to the Progression and Awards Board (or Assessment Board), who will make the final decision regarding the action to be taken in respect of your application

1.5 How does USCC reach a decision?

USCC makes decisions based on the case presented by the student. The decision is recorded in the minutes of USCC.
1.6 Who does USCC report to?

The minutes of USCC are presented at the meeting of the relevant UBE. To ensure confidentiality of information the USCC minutes do not record details of the mitigation circumstances or of the evidence received. Example minutes are shown in Appendix F.

Where deemed appropriate USCC can ask the School Progress Committee (and via Progress, the Health and Conduct Committee) to consider individual students.

Applications submitted to USCC are stored in the student file – this storage preserves the audit trail.

1.7 After USCC has made a decision who decides what action will be taken?

The relevant UBE considers the information included in the USCC minutes. A UBE is comprised of both internal and external examiners, and in respect of students failing assessments, makes decisions about the consequences for these students on behalf of University Senate.

USCC determines the action to be taken for each case and makes a recommendation to the assessment board who make the final decision on each case.

1.8 What happens if USCC recommends a student is considered by the School Progress Committee?

The Progress Committee (Progress) cannot alter UBE decisions but they will follow-up the implication of the UBE decision and/or recommendation. For example Progress may identify the need to offer further support to the student, to arrange for a consultation with occupational health, or to ensure compliance with the maximum period of study allowed by the University.

1.9 Who informs the student of the outcome of their application for mitigation?

MBChB Students who have failed a unit of assessment and have submitted mitigation will be written to after the appropriate UBEs decision has been made. The letter, signed by the Director of Progression, will inform the student of the UBE’s decision and also that of the USCC.

If a student is unhappy with the Special Cases Committee’s decision an appeal can be made to the Office of Academic Appeals and Regulations: http://www.leeds.ac.uk/secretariat/student_cases.html Details are also available in the Taught Student Guide.

1.10 When can students submit a case for mitigation of circumstances?

Students may submit mitigation for any assessed work up to 5 University working days (usually this will equate to 7 calendar days including weekends but excluding bank holidays) after the assessment. A copy of the submission form can be seen in Appendix B.

Applications should normally be received before the date of the assessment. Providing results have not yet been released and/or presented to the exam board applications may also be accepted up to 5 University working days (usually this will equate to 7 calendar days including weekends but excluding bank holidays) after the assessment.

Applications will not be accepted after the 5 University working days period has passed unless the student is able to provide an account and independent evidence of the exceptional circumstances that precluded submission by the 5-day deadline. Retrospective applications for mitigating circumstances from students who wait until they have received their provisional marks will not normally be accepted. Applications for mitigation are never accepted after results have been
presented to the relevant UBE. Students wishing to bring matters to the attention of the School after their marks have been confirmed will need to do so via the Academics Appeals Procedure.

1.11 What supporting evidence should students include?

Applications for mitigating circumstances will not normally be considered unless they are supported by independent documentary evidence. Applications will not be confirmed until this evidence has been received (applications can be submitted without this evidence, but relevant documents must be submitted within 5 working days of the form where possible).

Independent evidence would normally be an original document on headed paper and signed by an appropriate third party, giving details of the circumstances, its dates and/or duration and, where possible, its impact. (Original documentation can be returned to the student if requested). An appropriate third party would be one who knows the student in a professional capacity, or one who can verify the circumstances and who is in a position to provide objective and impartial evidence. Electronic evidence will only be accepted from verifiable addresses.

All evidence must be provided in English. It is the student’s responsibility to provide translations of any non-English documentation, and any documents not in English or without translation will not be accepted as evidence. The translation must be certified as accurate by a Public Notary or translated by an accredited translator.

The following list aims to provide guidance on the types of evidence that we would normally expect to be provided to support an application for mitigating circumstances. This list should not be considered definitive, and Schools should always give reasonable consideration to other forms of documentary evidence obtained by a student in support of their application.

Students should be aware that their School may request additional evidence to help to clarify a set of circumstances and all documentation supplied should be the originals unless otherwise stated by the School. Scanned documents may be provided in instances where time is a factor, but students MUST be prepared to present the original documents upon request at any stage of the application, including once an application has been approved.

<p>| Illness or accident of student (short-term) | Medical certificate signed by appropriately qualified medical practitioner, obtained whilst the illness or incident was affecting the student (including a copy of the Invigilator’s report in instances where a student is taken ill during an examination – these are sent directly to the parent school from the examinations office); OR Letter from doctor, giving dates affected by illness and containing a medical opinion on how the student would have been affected. NB: Medical notes which demonstrate that medical advice and treatment was sought at the time of, or soon after, a bout of illness, will carry more weight than a retrospective disclosure of illness weeks or months after the fact. |
| Illness of student (chronic/long-term) | For conditions which pre-date admission to the University, students will need to provide relevant medical evidence to demonstrate how and when the symptoms had become acute or had changed, and explain how this affected their ability to study or impaired their performance in assessments. |
| Illness of another | Medical evidence relating to the illness (clearly indicating dates |</p>
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<th><strong>person, usually a close family member (this can be either short-term or chronic illness)</strong></th>
<th>of illness). Students may also be required to provide evidence of their connection to the person who is ill (where that person is not a family member) AND Corroborating evidence to demonstrate the impact on the student (this will preferably come from a member of University staff /other relevant third party, which can include family members). Students will need to make clear why and how their ability to study was affected.</th>
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<td><strong>Bereavement</strong></td>
<td>Evidence of bereavement which can be a letter from funeral director or minister conducting the service, Order of Service showing date, or other relevant documentation. A statement from a doctor or other qualified professional, or member of University staff (e.g. personal tutor) confirming the student had disclosed a bereavement, would also be accepted. A death certificate would be accepted, but is not a requirement. In the event a student suffers a bereavement during their degree, they are strongly encouraged to seek support from the School. The University Counselling Service is also available.</td>
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<td><strong>Other domestic disruption (family issues, financial or accommodation difficulties, work-related issues (for part-time students))</strong></td>
<td>Statement must provide clear details, including dates which link to the assessment(s) affected. Must also provide evidence of how the student was affected and why this prevented them from completing the assessment(s) on time. This could include corroborating statement from professional person, i.e. counsellor, employer, landlord/agent, University staff member (i.e. personal tutor, module leader, exam invigilator).</td>
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<td><strong>Absence arising from such things as jury service or maternity, paternity or adoption leave.</strong></td>
<td>Official correspondence relating to these events.</td>
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<td><strong>Victim of crime</strong></td>
<td>Police Report – a crime number can be used as an interim measure, but students may be required to provide a copy of the police report as well. For crimes which are of a personal nature, where students find it difficult to report the matter to the police, appropriate evidence can be provided from a medical professional, counsellor or other relevant person.</td>
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It is the responsibility of the student to obtain all evidence they wish to submit in support of their application. The University and its staff will not be able to obtain medical, or other, evidence on behalf of the student.
1.12 If the student takes temporary leave do they have to mitigate?

If the student takes temporary leave from their studies before the temporary leave deadline (end of teaching week 8), then no, they do not need to submit a request.

If the student takes temporary leave after the deadline, then yes a submission would need to be made. This is due to the University’s policy that after teaching week 8 the student is still expected to complete the assessment. Please note that if the student is studying a year-long module and taking temporary leave in semester 2, they would need to discuss this with their School as a request may need to be submitted.

1.13 How will the student know that their claim has been received?

Students will receive a confirmation email from the USCC administrator within 2 working days of receipt of the mitigation claim.

This applies to all forms of receipt whether the application has been handed in at the Learning & Teaching reception or sent via post or internal mail.

Without email confirmation from the USCC administrator the student's mitigation application will not be considered complete. If the student hasn't received email confirmation within 2 working days the student should contact the USCC administrator

1.14 What happens if the student doesn’t provide enough evidence at the time of the USCC?

For the majority of claims all evidence is received prior to the USCC taking place. In a small number of cases evidence may still be pending due to circumstances outside of the students’ control. In this case the USCC would expect the evidence to be received within 5 university working days after the respective USCC. Evidence can be supplied electronically when submitting their claim but the original needs to be supplied by the time of the USCC.

If the student cannot provide further requested evidence within 5 University working days then they need to contact the USCC administrator as soon as possible to discuss further arrangements.

If no further evidence is received when requested by USCC, the student’s mitigation claim cannot normally be accepted.

1.15 What happens to the students claim form after the USCC?

All mitigation claims are filed in the student’s personal file regardless of whether they are considered by USCC or not.
1.16 Introduction

*This document must be read in conjunction with the University Mitigating Circumstances Guidance for all Taught Undergraduate and Postgraduate Students

http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances

This section has been prepared to support administrative staff in processing applications for mitigating circumstances submitted by MBChB students in the School of Medicine. It is important that a student’s mitigation form and associated evidence is submitted in accordance with the following procedures. An overview of the mitigation process and detail of the steps involved in processing applications and preparing for the Committee is provided in Appendix D1.

1.17 How do students submit their case?

Students’ completed application form must be submitted to the School of Medicine Learning and Teaching office. Submission should be in person or by post (email submissions are not permitted). Applications should normally be received before the date of assessment. Providing results have not yet been released and/or presented to the UBE, applications may also be accepted up to 5 University working days after the assessment. Applications will not normally be accepted after the 5 University working day period has passed. Retrospective applications for mitigating circumstances from students who wait until they have received their provisional marks will not normally be accepted. Applications for mitigation are never accepted after results have been presented to the relevant UBE. Students wishing to bring matters to the attention of the School after their marks have been confirmed will need to do so via the Academics Appeals Procedure.

1.18 Who considers requests for extensions to submission deadlines?

Students can request for an extension to a submission deadline for an assessment. Staff ICU leads will consider requests for deadline extensions. These extensions to deadlines can operate for some but not all in-course assessments (e.g. report hand-ins and not scheduled assessments as a spot test). Any extension request must be received prior to the assessment deadline. Regardless of whether or not an application for a deadline extension is approved by the ICU a student is within their rights to also submit an application for mitigating circumstances to be considered by USSC.

1.19 Who should the application and supporting evidence be sent to?

Students must submit their completed mitigation form and independent evidence to the USCC administrator (i.e. Mr. Matthew Sewell). All claims for mitigation and all supporting evidence received should be forwarded to the USCC administrator. There may be occasions where material is sent to another point of contact in the School of Medicine - for example the Leeds Student Medical Practice may incorrectly send corroborating evidence to the Student Progress Coordinator or to the Head of Year - where independent evidence is received by other members of staff it should immediately be sent to the USCC administrator.

1.20 What is the administrative process on receiving applications?

Once the USCC administrator has received an application it is their responsibility to ensure the following administrative checks are completed:

1. Mitigation Form (Appendix B) has been completed correctly by the student including: Student ID number, student name, year of course, signature and date.
2. The date of assessment is correct and the form was received within 5 University working days of the assessment. If not the student should provide a clear statement of the exceptional circumstances that precluded earlier submission (e.g. inpatient hospital stay) and attach independent evidence to corroborate the exceptional
3. There is a clear and concise statement from the student of the circumstances surrounding the application and the subsequent effect on studies/assessments.

4. Original copies of independent evidence have been provided (if awaiting receipt of evidence direct from source this needs to be followed up by the administrative staff as independent evidence is normally required before USCC can consider the case).

5. The USCC administrator will log the claim on the mitigation database.

6. Student will receive email confirmation from the USCC administrator that mitigation form has been received and actioned.*

*Without email confirmation from the USCC administrator the student’s mitigation application will not be considered complete. If the student hasn’t received email confirmation within 2 days the student should contact the USCC administrator*

A check list for preparing the mitigation cases for the USCC meeting can be found in Appendix C. Where information is incomplete/incorrect or where receipt of the form is outside the 5-day window a note should be made on the checklist that accompanies each case presented to USCC. Further details regarding mitigation can be found in the University Mitigating Circumstances Guidance for all Taught Undergraduate and Postgraduate Students [http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances](http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances)

**1.21 When are cases to be presented to USCC identified?**

For MBChB, cases from students who have failed a unit of assessment are presented to USCC. It is the responsibility of the unit lead to ensure unit assessment results are provided in writing to the USCC administrator at least 24 hours and one full working day prior to the USCC meeting date; this is to ensure cases are identified in time to be presented to the relevant USCC so the decision is available for the subsequent UBE.

Once MBChB results are available the following procedure should be carried out by the USCC administrator:

1. Identification of MBChB students who submitted an application form and who failed the corresponding assessment. Written confirmation of which students have failed a unit of assessment must be received from the Undergraduate Examination Officer at least 24 hours and one full working day prior to USCC meeting.
2. Mitigation forms submitted by students who are not identified in step 1 should be placed in the student file.
3. Details of students identified in step 1 should be included on the agenda for the next USCC meeting and mitigation database updated with outcome of USCCs decision.

**1.22 When does USCC sit?**

Each UBE has a corresponding USCC meeting. USCC will sit at least one working day prior to the UBE. USCC meetings are held all year round to correspond with various UBEs.

Once the assessment dates are made available, the timing of USCC meetings should be confirmed. Dates of USCC are arranged by the USCC administrator after consultation with the Chair and USCC members. Dates need to take into account the timetable of grade release dates and UBE. USCC must sit at least one working day before the relevant UBE needs to receive results. This is to enable time for the minutes of USCC to be prepared, confirmed and sent to the exam board. Where information is not received by USCC in a timely manner cases will normally be deferred to the next USCC meeting; such deferrals have implications for decisions to be taken at UBE and therefore it is important that USCC receives information in a timely manner in order to ensure that USCC can sit as scheduled. Applications received 5 or more University working days after the assessment are unable to be accepted unless there are exceptional circumstances. USCC would normally sit as close to the passing of this deadline as is practicable.
1.23 What preparation is required for USCC meetings?

The USCC administrator is responsible for collation of material to be available for each USCC meeting. Preparation of material for consideration at USCC includes:

1. Writing of the agenda (Appendix E).
2. Preparation of template for meeting minutes (Appendix F).
3. Chasing of pending independent evidence. If evidence is not available this should be noted on the check list that accompanies the application form).
4. Arrange pre-meeting with Chair of the USCC (this usually takes place 30 minutes before the meeting) to discuss any unusual cases or potential issues.
5. Copying of all cases to be considered on to blue paper. Collation of copies of application forms, evidence to be considered and the checklist are prepared in a pack with one copy for each member of the USCC.
SECTION 2 Intercalated & Classified Programmes

GUIDANCE FOR INTERCALATING & CLASSIFIED PROGRAMME STUDENTS

2.1 Background and context

This document must be read in conjunction with the University Mitigating Circumstances Guidance for all Taught Undergraduate and Postgraduate Students (http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances)

This guidance aims to assist administrative staff, academic staff, personal tutors, and external examiners in understanding the process of considering mitigating circumstances for School of Medicine Intercalated and Classified Programmes.

2.2 What is the Undergraduate Special Cases Committee (USCC)?

The School of Medicine Undergraduate Special Cases Committee (USCC) hears applications for mitigating circumstances submitted by School of Medicine undergraduate students. Normally, USCC sits separately to consider cases for MBChB students (USCC-MBChB) or Intercalating and Classified students (USCC-I&C).

USCC has an independent Chair. The Chair does not sit on either the School Progress Committee (Progress) or any of the School Undergraduate Board of Examiners (UBE/CUBE) or Committees of Examiners (CoE). A summary of USCC’s composition and remit is described in Appendix A.

The deliberations of USCC are independent from all Committees of Examiners (CoEs), all Undergraduate Board of Examiners (UBE), the Classified Undergraduate Board of Examiners (CUBE) and the Progress Committee. This independence facilitates the consideration of each claim on the merit of the case presented.

2.3 Who considers requests for extensions to submission deadlines?

Students can request for an extension to a submission deadline for an assessment. Programme leads (or their nominee) will consider requests for deadline extensions. These extensions to deadlines can operate for some but not all in-course assessments (e.g. report hand-ins and not scheduled assessments such as a spot test). Any extension request must be received prior to the assessment deadline. Regardless of whether or not an application for a deadline extension is approved by the programme a student is within their rights to also submit an application for mitigating circumstances to be considered by USCC.

2.4 Does USCC hear all cases for mitigation?

Yes, all cases received from students studying for a School of Medicine Undergraduate Intercalated and Classified Programme are considered.

2.5 What decisions can USCC make?

Your application will be considered within your School by the School Special Cases Committee Details of membership of the Committee can be found (https://www.medicine.leeds.ac.uk/mitigation/committee.aspx) This Committee will make a recommendation to the Progression and Awards Board (or Assessment Board), who will make the final decision regarding the action to be taken in respect of your application.
2.6 How does USCC reach a decision?

USCC makes decisions based on the case presented by the student. The decision is recorded in the minutes of USCC.

2.7 Who does USCC report to?

The minutes of USCC are presented at the meeting of the Intercalated or Classified Programmes Committee of Examiners (CoE) meetings. To ensure confidentiality of information the USCC minutes do not record details of the mitigation circumstances or of the evidence received. Example minutes are shown in Appendix F.

Where deemed appropriate USCC can ask Progress (and via Progress, the Health and Conduct Committee) to consider individual students.

Applications and evidence submitted to USCC are stored in the student file – this storage preserves the audit trail.

2.8 After USCC has made a decision who decides what action will be taken?

The relevant CoE considers the information included in the USCC minutes. A CoE is comprised of both internal and external examiners, and in respect of students failing assessments, makes decisions about the consequences for these students on behalf of University Senate.

USCC considers the action to be taken for each case and makes a recommendation to the Assessment Board (via the CoE) who make the final decision on each case.

2.9 What happens if USCC recommends a student is considered by Progress?

Progress cannot alter Examination Board decisions but they will follow-up the implication of the decision and/or recommendation. For example Progress may identify the need to offer further support to the student, to arrange for a consultation with occupational health, or to ensure compliance with the maximum period of study allowed by the University.

2.10 Who informs the student of the outcome of their application for mitigation?

Intercalated and classified programme students who have submitted mitigation will be advised the outcome in writing by their Program Administrator.

If a student is unhappy with the Special Cases Committee’s decision an appeal can be made to the Office of Academic Appeals and Regulations: http://www.leeds.ac.uk/secretariat/student_cases.html
Details are also available in the Taught Student Guide.

2.11 When can students submit a case for mitigation of circumstances?

Students may submit mitigation for any assessed work up to 5 working days (usually this will equate to 7 calendar days including weekends but excluding bank holidays) after the assessment. A copy of the submission form can be seen in Appendix B.

Applications should normally be received before the date of the assessment. Providing results have not yet been released and/or presented to the exam board applications may also be accepted up to 5 working days (usually this will equate to 7 calendar days including weekends but excluding bank holidays) after the assessment.
Applications will not be accepted after the 5 working days period has passed unless the student is able to provide an account and independent evidence of the exceptional circumstances that precluded submission by the 5-day deadline. Retrospective applications for mitigating circumstances from students who wait until they have received their provisional marks will not normally be accepted. Applications for mitigation are never accepted after results have been presented to the relevant UBE. Students wishing to bring matters to the attention of the School after their marks have been confirmed will need to do so via the Academic Appeals Procedure.

2.12 What supporting evidence should students include?

Applications for mitigating circumstances will not normally be considered unless they are supported by independent documentary evidence. Applications will not be confirmed until this evidence has been received (applications can be submitted without this evidence, but relevant documents must be submitted within 5 working days of the form where possible).

Independent evidence would normally be an original document on headed paper and signed by an appropriate third party, giving details of the circumstances, its dates and/or duration and, where possible, its impact. (Original documentation can be returned to the student if requested). An appropriate third party would be one who knows the student in a professional capacity, or one who can verify the circumstances and who is in a position to provide objective and impartial evidence. Electronic evidence will only be accepted from verifiable addresses.

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The following list aims to provide guidance on the types of evidence that we would normally expect to be provided to support an application for mitigating circumstances. This list should not be considered definitive, and Schools should always give reasonable consideration to other forms of documentary evidence obtained by a student in support of their application.

Students should be aware that their School may request additional evidence to help to clarify a set of circumstances and all documentation supplied should be the originals unless otherwise stated by the School. Scanned documents may be provided in instances where time is a factor, but students MUST be prepared to present the original documents upon request at any stage of the application, including once an application has been approved.

| Illness or accident of student (short-term) | Medical certificate signed by appropriately qualified medical practitioner, obtained whilst the illness or incident was affecting the student (including a copy of the Invigilator’s report in instances where a student is taken ill during an examination – these are sent directly to the parent school from the examinations office); |
| OR | Letter from doctor, giving dates affected by illness and containing a medical opinion on how the student would have been affected. |
| NB: Medical notes which demonstrate that medical advice and treatment was sought at the time of, or soon after, a bout of illness, will carry more weight than a retrospective disclosure of illness weeks or months after the fact. |
| Illness of student (chronic/long-term) | For conditions which pre-date admission to the University, students will need to provide relevant medical evidence to |
demonstrate how and when the symptoms had become acute or had changed, and explain how this affected their ability to study or impaired their performance in assessments.

| Illness of another person, usually a close family member (this can be either short-term or chronic illness) | Medical evidence relating to the illness (clearly indicating dates of illness). Students may also be required to provide evidence of their connection to the person who is ill (where that person is not a family member)

AND

Corroborating evidence to demonstrate the impact on the student (this will preferably come from a member of University staff /other relevant third party, which can include family members). Students will need to make clear why and how their ability to study was affected. |

| Bereavement | Evidence of bereavement which can be a letter from funeral director or minister conducting the service, Order of Service showing date, or other relevant documentation. A statement from a doctor or other qualified professional, or member of University staff (e.g. personal tutor) confirming the student had disclosed a bereavement, would also be accepted.

A death certificate would be accepted, but is not a requirement.

In the event a student suffers a bereavement during their degree, they are strongly encouraged to seek support from the School. The University Counselling Service is also available. |

| Other domestic disruption (family issues, financial or accommodation difficulties, work-related issues (for part-time students)) | Statement must provide clear details, including dates which link to the assessment(s) affected. Must also provide evidence of how the student was affected and why this prevented them from completing the assessment(s) on time.

This could include corroborating statement from professional person, i.e. counsellor, employer, landlord/agent, University staff member (i.e. personal tutor, module leader, exam invigilator). |

| Absence arising from such things as jury service or maternity, paternity or adoption leave. | Official correspondence relating to these events. |

| Victim of crime | Police Report – a crime number can be used as an interim measure, but students may be required to provide a copy of the police report as well.

For crimes which are of a personal nature, where students find it difficult to report the matter to the police, appropriate evidence can be provided from a medical professional, counsellor or other relevant person. |

It is the responsibility of the student to obtain all evidence they wish to submit in support of their application. The University and its staff will not be able to obtain medical, or other, evidence on
behalf of the student.

2.13 If the student takes temporary leave do they have to mitigate?

If the student takes temporary leave from their studies before the temporary leave deadline (end of teaching week 8), then no, they do not need to submit a request.

If the student takes temporary leave after the deadline, then yes a submission would need to be made. This is due to the University’s policy that after teaching week 8 the student is still expected to complete the assessment. Please note that if the student is studying a year-long module and taking temporary leave in semester 2, they would need to discuss this with their School as a request may need to be submitted.

2.14 How will the student know that their claim has been received?

Students will receive a confirmation email from the USCC administrator within 2 working days of receipt of the mitigation claim.

This applies to all forms of receipt whether the application has been handed in at the Learning & Teaching reception or sent via post or internal mail.

*Without email confirmation from the USCC administrator the students mitigation application will not be considered complete. If the student hasn’t received email confirmation within 2 working days please contact the USCC administrator*

2.15 What happens if the student doesn’t provide enough evidence at the time of the USCC?

For the majority of claims all evidence is received prior to the USCC taking place. In a small number of cases evidence may still be pending due to circumstances outside of the students’ control. In this case the USCC would expect the evidence to be received within 5 university working days after the respective USCC. Evidence can be supplied electronically when submitting their claim but the original needs to be supplied by the time of the USCC.

If the student cannot provide further requested evidence within 5 University working days then they need to contact the USCC administrator as soon as possible to discuss further arrangements.

If no further evidence is received when requested by USCC, the student’s mitigation claim cannot normally be accepted.

2.16 What happens to the students claim form after the USCC?

All mitigation claims and evidence are filed in the student’s personal file.
GUIDANCE FOR INTERCALATING & CLASSIFIED PROGRAMME ADMINISTRATIVE STAFF

2.17 Introduction

*This document must be read in conjunction with the University Guidance (http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances)

This section has been prepared to support administrative staff in processing applications for mitigating circumstances submitted by Intercalating and Classified students in the School of Medicine. It is important that a student's mitigation form and associated evidence is submitted in accordance with the following procedures. An overview of the mitigation process and detail of the steps involved in processing applications and preparing for the Committee is provided in Appendix D2.

2.18 How do students submit their case?

Students completed application form must be submitted to the School of Medicine Learning and Teaching office. Submission should be in person or by post (email submissions are not permitted). Applications should normally be received before the date of assessment. Providing results have not yet been released and/or presented to the CoE, applications may also be accepted up to 5 working days after the assessment. Applications will not normally be accepted after the 5 working day period has passed. Retrospective applications for mitigating circumstances from students who wait until they have received their provisional marks will not normally be accepted. Applications for mitigation are never accepted after results have been presented to the relevant UBE. Students wishing to bring matters to the attention of the School after their marks have been confirmed will need to do so via the Academic Appeals Procedure. Intercalating and Classified students are asked to inform the Programme Administrator that they have made a claim for mitigation. Students do not need to go into detail other than a claim has been made.

2.19 Who considers requests for extensions to submission deadlines?

Students can request for an extension to a submission deadline for an assessment. Programme leads will consider requests for deadline extensions. These extensions to deadlines can operate for some but not all in-course assessments (e.g. report hand-ins and not scheduled assessments as a spot test). Any extension request must be received prior to the assessment deadline. Regardless of whether or not an application for a deadline extension is approved by the programme a student is within their rights to also submit an application for mitigating circumstances to be considered by USSC.

2.20 Who should the application and supporting evidence be sent to?

Students must submit their completed mitigation form and independent evidence to the USCC administrator (i.e. Mr. Matthew Sewell). All claims for mitigation and all supporting evidence received should be forwarded to the USCC administrator. There may be occasions where material is sent to another point of contact in the School of Medicine - for example the Leeds Student Medical Practice may incorrectly send corroborating evidence to the Student Progress Coordinator or to the Head of Year - where independent evidence is received by other members of staff it should immediately be sent to the USCC administrator.
Where students submit evidence in a seal envelope marked confidential the envelope should be passed unopened to the USCC administrator.

2.21 What is the administrative process on receiving applications?

Once the USCC administrator has received an application it is their responsibility to ensure the following administrative checks are completed:

1. Mitigation Form (Appendix B) has been completed correctly by the student including: Student ID number, student name, year of course, signature and date.
2. The date of assessment is correct and the form was received within 5 days of the assessment. If not the student should provide a clear statement of the exceptional circumstances that precluded earlier submission (e.g. inpatient hospital stay) and attach independent evidence to corroborate the exceptional circumstances.
3. There is a clear and concise statement from the student of the circumstances surrounding the application and the subsequent effect on studies/assessments.
4. Original copies of independent evidence have been provided (if awaiting receipt of evidence direct from source this needs to be followed up by the administrative staff as independent evidence is normally required before USCC can consider the case).
5. The USCC administrator will inform the Intercalated or Classified Degree Programmes Administrator that a mitigation claim has been made on their program.
6. The USCC administrator will log the claim on the mitigation database.
7. Student will receive email confirmation from the USCC administrator that mitigation form has been received and actioned.*

*Without email confirmation from the USCC administrator the students mitigation application will not be considered complete. If the student hasn’t received email confirmation within 2 working days the student should contact the USCC administrator*

A check list for preparing the mitigation cases for the USCC meeting can be found in Appendix C. Where information is incomplete/incorrect or where receipt of the form is outside the 5-day window a note should be made on the checklist that accompanies each case presented to USCC. Further details regarding mitigation can be found in the University Guidance http://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances

2.22 When are cases to be presented to USCC identified?

For intercalated and classified programmes all cases received are presented to USCC at the relevant USCC meeting. Details of cases should be included on the agenda for the next USCC meeting.

2.23 When does USCC sit?

USCC meetings are held all year round to correspond with various CUBE/ CoE dates.

Dates of USCC are arranged by the USCC administrator after consultation with the Chair and USCC members. Dates need to take into account the timetable of grade release dates and CUBE / CoE. USCC must sit at least one working day before the relevant CUBE / CoE needs to receive results. This is to enable time for the minutes of USCC to be prepared, confirmed and sent to CUBE / CoE. Where information is not received by USCC in a timely manner cases will normally be deferred to the next USCC meeting; such deferrals have implications for decisions to be taken at CUBE / CoE and therefore it is important that USCC receives information in a timely manner in order to ensure that USCC can sit as scheduled. Applications received five or more working days after the assessment are unable to be accepted unless there are exceptional circumstances.
2.24 What preparation is required for USCC meetings?

The USCC administrator is responsible for collation of material to be available for each USCC meeting. Preparation of material for consideration at USCC includes:

1. Writing of the agenda (Appendix E).
2. Preparation of template for meeting minutes (Appendix F).
3. Chasing of pending independent evidence. If evidence is not available this should be noted on the check list that accompanies the application form).
4. Arrange pre-meeting with Chair of the USCC (this usually takes place 30 minutes before the meeting) to discuss any unusual cases or potential issues.
5. Copying of all cases to be considered on to blue paper. Collation of copies of application forms, evidence to be considered and the checklist are prepared in a pack with one copy for each member of the USCC.
Appendix A: Undergraduate Special Cases Committee composition and remit

The Special Cases Committee – composition and remit

1. The Special Cases Committee will have an independent Chair. The Chair will not sit on the Progress Committee, any of the School Undergraduate Examination Boards (i.e. UBE/CUBE), or on the Intercalated or Classified Programmes Committee of Examiners (CoE).
2. The Special Cases Committee will have a minimum of three members (including the Chair).
3. The Special Cases Committee will consider claims for mitigation for all five years of the MBChB programme, the School of Medicine’s undergraduate Intercalated and Classified Programmes.
4. The Special Cases Committee will sit before each UBE and report its findings to the relevant UBE / CoE.
5. The Committee considers cases for mitigation from students who have failed an MBChB unit of assessment. In classified and intercalated programmes the Committee considers all cases of mitigation.
6. The Special Cases Committee consider claims for mitigation before the Undergraduate Assessment Board and Committee of Examiners sits. A recommendation in made to the relevant Undergraduate Assessment Board / Committee of Examiners who make the final decision on each case.

Current Membership

Chair
Dr. Bridgette Bewick & Dr. Paul D Baxter

Members
Dr. Michael Scales
Dr. Gail Nicholls
Mrs. Michelle Ellwood
Dr. Jennifer Parr
Dr. Karen Lee
Mrs. Rhona Riley
Dr. Tracey Farragher
Dr. David Roberts
Dr. Stephen Pearson

Administrator
Mr. Matthew Sewell

Guidance on the mitigating circumstances process

This is available from https://www.medicine.leeds.ac.uk/mitigation/undergraduate.aspx
This information page also includes links to download the mitigating circumstances claim form, to the University’s Taught Student Guide, and the University Office of Appeals and Regulations.

Dr. Bridgette Bewick & Dr. Paul D Baxter
September 2018
Appendix B: School of Medicine Undergraduate Student Mitigation Form

Application for consideration of mitigating circumstances

This form should be used by all taught undergraduate and postgraduate students to submit mitigating circumstances claims for consideration by their parent school (including modules studied outside the parent school). The completed form and supporting evidence should be submitted to Matt Sewell, L&T Office 7.09 Worsley Building. The deadline for submission of mitigating circumstances claims is 5 working days after assessment.

Please refer to the Mitigating Circumstances Guidance at https://www.medicine.leeds.ac.uk/mitigation/undergraduate.aspx before completing this form.

Support for students who are experiencing difficulties, and assistance with completing your mitigating circumstances claim, can be obtained from Education Service staff within your school, who you are advised to approach in the first instance Matt Sewell m.sewell@leeds.ac.uk or Leeds University Union https://www.luu.org.uk/helpandadvice/browse/.

Section 1: Student details

<table>
<thead>
<tr>
<th>Family name</th>
<th>Student number (SID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Year of study (eg 1,2,3,4 etc)</td>
</tr>
<tr>
<td>Degree programme</td>
<td>Parent School</td>
</tr>
<tr>
<td>Personal tutor</td>
<td>University email address</td>
</tr>
</tbody>
</table>

Section 2: Modules affected

Please list below details of all the assessments which have been affected by the circumstances you are reporting

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>State which element of assessment was affected (eg in class test/ groupwork/ presentation/ exam/ practical/ coursework)</th>
<th>Date of test/ presentation/exam/ practical/submission deadline date</th>
<th>Absent? (please state Yes or No)</th>
<th>Request (insert relevant code – see section 3)</th>
</tr>
</thead>
</table>
Section 3: Request

Please indicate for each module affected the nature of your request – select the relevant code from the list below. **You should be aware that the final decision as to how to treat your mitigating circumstances lies with the Board of Examiners and may be different to what you have requested.**

*NB* The University does **not** change module marks because of mitigating circumstances - see the Mitigating Circumstances Guidance for an explanation of possible outcomes.

<table>
<thead>
<tr>
<th>Further attempt</th>
<th>A</th>
<th>Coursework submission deadline extension (see Mitigating Circumstances Guidance for further information relating to extension requests)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove penalties</td>
<td>C</td>
<td>Other (please state)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B</td>
</tr>
</tbody>
</table>

Section 4: Details of your circumstances

Please describe the nature of your circumstances, including the following information:

- A brief summary of your illness/circumstance
- How this has affected you
- How your performance has been impaired
- When the circumstances occurred, relating specifically to the assessments listed above
- If you are submitting your claim after the published deadline, you should provide an explanation as to why your case is late
- Length of extension requested (if applicable)

Please state the dates between which you have been affected by the circumstances set out above

<table>
<thead>
<tr>
<th>From:</th>
<th>If your circumstances are ongoing please tick here and indicate a from date in the previous box</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td></td>
</tr>
</tbody>
</table>
Section 5: Supporting evidence

All submitted mitigating circumstances claims must normally be supported by independent documentary evidence. Please indicate below the type of evidence you are providing. If you are unable to provide evidence, please explain why. Information on acceptable forms of supporting evidence can be found in the Mitigating Circumstances Guidance at [www.leeds.xxx.co.uk](http://www.leeds.xxx.co.uk) - University [https://www.medicine.leeds.ac.uk/mitigation/undergraduate.aspx](https://www.medicine.leeds.ac.uk/mitigation/undergraduate.aspx) - School of Medicine

<table>
<thead>
<tr>
<th>Type of evidence</th>
<th>Further details</th>
<th>Tick all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Medical note/letter</td>
<td>Give details:</td>
<td></td>
</tr>
<tr>
<td>2. Corroborating statement</td>
<td>Give details of who this is from and their relationship to you:</td>
<td></td>
</tr>
<tr>
<td>3. Bereavement evidence</td>
<td>Give details:</td>
<td></td>
</tr>
<tr>
<td>4. Official correspondence</td>
<td>Give details:</td>
<td></td>
</tr>
<tr>
<td>5. Police report/crime number</td>
<td>A crime number can be used as an interim measure but you may be required to provide a copy of the police report as well.</td>
<td></td>
</tr>
<tr>
<td>6. Other</td>
<td>Please give details of what other evidence you are supplying and why it is relevant:</td>
<td></td>
</tr>
<tr>
<td>7. Unable to provide evidence</td>
<td>Please explain briefly why:</td>
<td></td>
</tr>
</tbody>
</table>

If you are not submitting your evidence at the same time as your application form, please indicate above when you expect to be able to provide it. Please note that the outcome of your case cannot be confirmed until your evidence is submitted.
All claims are treated in the strictest of confidence. However, if you wish your evidence to be seen only by the Chair of the School Special Cases Committee, please enclose it in a sealed envelope clearly marked with your name and SID number and tick this box. Please read the information in the Mitigating Circumstances Guidance concerning confidentiality.

**Study Abroad:** If your degree programme involves a period of residence/study abroad, it is extremely important that you give us any information that may affect this, and which may affect the support you require. Please tick this box if you agree to disclose this information to the Study Abroad team.

### Section 6: Checklist

Before you submit your application form, check that you have completed the following:

- [ ] I have read and understood the Mitigating Circumstances Guidance
- [ ] I have completed all personal details including my student ID number, name, programme and year of study
- [ ] I have listed all modules affected by my circumstances including module code and title and type of assessment
- [ ] I have set out details of the mitigating circumstances I wish to be considered and the relevant dates
- [ ] I have attached the supporting independent documentary evidence, or explained why this is not possible
- [ ] I have taken a copy of my form and evidence to keep for my records

### Section 7: Declaration

I confirm that the information provided on this form is honest and accurate to the best of my knowledge and that I have read and understood the Mitigating Circumstances Guidance provided. I understand that if I seek to gain advantage or benefit by providing false or misleading information I will be subject to disciplinary action under the General University Disciplinary Regulations which can be found on the Student Cases Team website: [http://www.leeds.ac.uk/secretariat/documents/gudr.pdf](http://www.leeds.ac.uk/secretariat/documents/gudr.pdf)

Signed:  
Date:
Completed forms should be submitted to: Matt Sewell, L&T Office, 7.09 Worsley Building

<table>
<thead>
<tr>
<th>For Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date form received:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Evidence attached to the form?</td>
</tr>
<tr>
<td>Extension Approved? Yes/No</td>
</tr>
</tbody>
</table>
Appendix C: Checklist to be used by the USCC administrator
Below is a checklist for staff administering the USCC meeting to ensure that all information is complete and available for the USCC to consider each case.

<table>
<thead>
<tr>
<th>Please check the following has been completed:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number:</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Student Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programme: (MBChB / Intercalated / Classified)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year of course / Name of Programme:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessments to be considered:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates of Assessment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Mitigation form received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form received within 5 days of assessment before results release/UBE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If not within 5 days, please detail exceptional circumstances below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence is independent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided information regarding effect on studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed and dated</td>
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</tr>
<tr>
<td>Pending evidence has been chased</td>
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</tbody>
</table>

**Notes**

Special Cases Committee Decision

ACCEPTED/ NOT ACCEPTED/DECISION PENDING

Action/Outcome/Recommendation
Appendix D1: Student Mitigation Procedure – MBChB Students

STAGE 1
STUDENT SUBMITS CLAIM FOR MITIGATION WITH SUPPORTING EVIDENCE.

STAGE 2
CLAIM FORMS PROCESSED AND INPUTTED INTO THE MITIGATION DATABASE BY THE SPECIAL CASES COMMITTEE ADMINISTRATOR AND SENDS EMAIL CONFIRMATION TO THE STUDENT.

STAGE 3
STUDENT SITS ASSESSMENT

STAGE 4
POST ASSESSMENT PROVISIONAL MARKS ARE RECORDED

STAGE 5
UMC ADMINISTRATOR SORTS MITIGATION CLAIMS ACCORDING TO PROVISIONAL STUDENT MARK

MBChB STUDENT PASSES UNIT OF ASSESSMENT

MBChB STUDENT PASSES UNIT OF ASSESSMENT MITIGATION FORM & SUPPORTING EVIDENCE IS FILED IN STUDENT PERSONAL

MBChB STUDENT FAILS ASSESSMENT

STAGE 4
MITIGATION CLAIMS ARE FORWARDERED TO THE SPECIAL CASES COMMITTEE FOR CONSIDERATION

STAGE 5
SPECIAL CASES COMMITTEE CONSIDERS EACH CLAIM & THE SUPPORTING EVIDENCE SUBMITTED WITH THAT CLAIM. IF THE UMC FEEL THAT THE STUDENT NEEDS FURTHER SUPPORT BASED ON THEIR MITIGATION CLAIM THEY CAN REFER STUDENT TO THE PROGRESS COMMITTEE

STAGE 6
RECOMMENDATION SENT TO THE RELEVANT UNDERGRADUATE ASSESSMENT BOARD FOR CONSIDERATION. APPLICATION FORM, SUPPORTING EVIDENCE AND RELEVANT UMC MINUTE PLACED IN
Appendix D2: Student Mitigation Procedure – Intercalating & Classified Programme Students

STAGE 1
STUDENT SUBMITS CLAIM FOR MITIGATION WITH SUPPORTING EVIDENCE AND INFORMS THE RELEVANT PROGRAMME ADMINISTRATOR

STAGE 2
CLAIM FORMS PROCESSED AND INPUTTED INTO THE MITIGATION DATABASE BY THE SPECIAL CASES COMMITTEE ADMINISTRATOR AND SENDS EMAIL CONFIRMATION TO THE STUDENT

STAGE 3
STUDENT SITS ASSESSMENT

STAGE 4
MITIGATION CLAIMS ARE FORWARDED TO THE SPECIAL CASES COMMITTEE FOR CONSIDERATION

STAGE 5
SPECIAL CASES COMMITTEE CONSIDERS EACH CLAIM & THE SUPPORTING EVIDENCE SUBMITTED WITH THAT CLAIM. IF THE UMC FEEL THAT THE STUDENT NEEDS FURTHER SUPPORT BASED ON THEIR MITIGATION CLAIM THEY CAN REFER STUDENT TO PROGRESS

STAGE 6
RECOMMENDATION SENT TO THE RELEVANT COMMITTEE OF EXAMINERS FOR CONSIDERATION. APPLICATION FORM, SUPPORTING EVIDENCE AND RELEVANT UMC MINUTE PLACED IN STUDENT FILE
AGENDA

1 Chair’s Statement

2 Matters arising from the Year X Special Cases Committee held on [DATE]

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Surname</th>
<th>First Name</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

3 To consider the following MBChB Year X cases:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Surname</th>
<th>First Name</th>
<th>Assessment</th>
</tr>
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</tbody>
</table>

4 To consider the following (Insert Programme Name) Classified cases:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Surname</th>
<th>Forename(s)</th>
<th>Programme</th>
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</tbody>
</table>

Appendix E: Example USCC meeting agenda
Appendix F: Example USCC meeting minutes

UNIVERSITY OF LEEDS
Faculty of Medicine and Health
School of Medicine
Leeds Institute of Medical Education
Undergraduate Special Cases Committee – Minutes
Undergraduate Special Cases Committee on .................... , at 10am
Room 7.21, LIME, Worsley Building.

Chair:
Members:
In Attendance:

AGENDA ITEM 1: To consider the following five MBChB cases

<table>
<thead>
<tr>
<th>Student Name ID</th>
<th>Material received</th>
<th>Assessment claimed for</th>
<th>Points made</th>
<th>Decision &amp; Recommendation</th>
<th>Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case</td>
<td>Form and independent medical evidence</td>
<td>GOSH ICU</td>
<td>Claim for mitigation ACCEPTED by the Committee. Although the form for mitigation was received outside the 7-day deadline, the medical evidence was inside the deadline.</td>
<td>Mitigation claim ACCEPTED Insert Recommendation</td>
<td>USCC/1415/01</td>
</tr>
<tr>
<td>Case</td>
<td>Form and independent medical evidence</td>
<td>Integrated Year 4 Examination.</td>
<td>Claim for mitigation ACCEPTED by the Committee.</td>
<td>Mitigation claim ACCEPTED Insert Recommendation</td>
<td>USCC/1415/02</td>
</tr>
<tr>
<td>Case</td>
<td>Form and independent medical evidence.</td>
<td>Integrated Year 4 Examination.</td>
<td>Claim for mitigation NOT ACCEPTED by the Committee. The independent medical evidence was not contemporaneous with the assessment claimed for.</td>
<td>Mitigation claim NOT ACCEPTED</td>
<td>USCC/1415/03</td>
</tr>
<tr>
<td>Case</td>
<td>Form and independent evidence</td>
<td>Year 4 OSCE</td>
<td>Claim for mitigation NOT ACCEPTED by the Committee. The independent medical evidence was not contemporaneous with the assessment claimed for.</td>
<td>Mitigation claim NOT ACCEPTED</td>
<td>USCC/1415/04</td>
</tr>
<tr>
<td>Case Student Name ID</td>
<td>Form and independent evidence</td>
<td>Year 4 OSCE</td>
<td>Independent medical evidence supported the claim for mitigation. In particular the evidence supported the claim that the circumstances had impacted on the student’s ability to present for the assessment. The Committee recommended that the student be referred to the Progress Committee specifically would recommend an occupational health assessment.</td>
<td>Mitigation claim ACCEPTED</td>
<td>Insert Recommendation</td>
</tr>
</tbody>
</table>
AGENDA ITEM 2: To consider the following Intercalating cases

**BSc Applied Health (Cardiovascular Medicine)**

<table>
<thead>
<tr>
<th>Student Name ID</th>
<th>Material received</th>
<th>Assessment claimed for</th>
<th>Points made</th>
<th>Decision</th>
<th>Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case 1</td>
<td>Form and independent medical evidence</td>
<td>CARD 2010 Pipes, Pumps Electrics</td>
<td>Independent evidence/ independent medical evidence pending</td>
<td>Mitigation ACCEPTED contingent on the receipt of independent evidence that is contemporaneous and that supports the student’s claim of impact on ability to study.</td>
<td>USCC/1415/06</td>
</tr>
<tr>
<td>Case 2</td>
<td>Form and independent medical evidence</td>
<td>EPID 3035 Research Methods</td>
<td>Claim for mitigation ACCEPTED by the Committee.</td>
<td>Mitigation claim ACCEPTED</td>
<td>USCC/1415/07</td>
</tr>
</tbody>
</table>

**BSc Applied Health (Medical Imaging)**

<table>
<thead>
<tr>
<th>Student Name ID</th>
<th>Material received</th>
<th>Assessment claimed for</th>
<th>Points made</th>
<th>Decision</th>
<th>Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case 1</td>
<td>Form and independent medical evidence</td>
<td>Digital Radiography and X-ray Computed Tomography</td>
<td>No evidence required</td>
<td>Mitigation claim ACCEPTED</td>
<td>USCC/1415/08</td>
</tr>
<tr>
<td>Case 2</td>
<td>Form and independent medical evidence</td>
<td>Magnetic Resonance Imaging</td>
<td>Dr. is the Programme Lead for this student therefore this decision was taken by the remaining USCC members. The independent evidence supported the substantive reason for mitigation</td>
<td>Mitigation claim ACCEPTED</td>
<td>USCC/1415/09</td>
</tr>
<tr>
<td>Case 3</td>
<td>Form and independent medical evidence</td>
<td>Research Methods for Clinical Sciences</td>
<td>Claim for mitigation NOT ACCEPTED by the Committee. The independent medical evidence was not contemporaneous with the assessment claimed for.</td>
<td>Mitigation claim NOT ACCEPTED</td>
<td>USCC/1415/10</td>
</tr>
</tbody>
</table>
Appendix G:

Information provided to students via website Mitigating Circumstances - undergraduate courses

This section of the website outlines the procedures relating to the handling of mitigating circumstances in the School of Medicine. Full details are available in the Taught Student Guide.

Principles of Mitigation

All assessment techniques used in the School of Medicine have been tested and validated. The School believes that they are fair and reliable, but accepts that there are occasions when student performance is affected by circumstances beyond their control. The mitigating circumstances procedure provides a method whereby allowances can be made for these factors.

What are “Mitigating Circumstances”? 

Mitigating circumstances are normally exceptional, short term, unforeseen and unpreventable events that may have a significantly disruptive effect on a student’s ability to study. These events are over and above the course of everyday life, and normally outside of the student’s control, and may affect a student’s ability to attend lectures, prepare for seminars, complete coursework, revise for and attend examinations, or any other aspect of their degree.

Mitigating Circumstances must be:

- Significant: The event or circumstances must have had a serious impact on a student’s studies;
- Unexpected: The student must normally have had no prior knowledge that a particular event or circumstance would occur;
- Unpreventable: There must have been no reasonable steps that the student could have taken to prevent the event or circumstance from occurring;
- Relevant: The student must be able to link the event or circumstance, and its impact, on the period for which the claim is being made;
- Corroborated: A request for mitigating circumstances must meet the normal requirements for independent documentary evidence (see Evidence Guidance p.6)

Not all difficult or distressing events will constitute mitigating circumstances; there must be a demonstrable adverse effect on an individual’s academic performance, which may take a number of forms:

- The student has been unable to submit work by a deadline date or attend a presentation date, test or examination;

- The event or circumstance may have caused the student to underperform in an assessment, either in the preparation for the assessment, or on the day (i.e. the circumstance affected the student whilst completing a piece of coursework or undertaking revision and/or sitting an examination).

- The event or circumstances impacted on the student prepare for and attend lectures, even if they were not absent, their ability to prepare for or attend seminars, participate in fieldwork, or any other aspect of their studies.
Examination stress is a normal part of student life, exam stress will not be considered as grounds for an application for mitigating circumstances unless there is evidence of an underlying mental health condition, as examination stress is not an unexpected event. If you are finding that you are particularly stressed about your examinations then you should talk to someone for some help and advice. This could be your personal tutor, your programme leader, or a member of the Student Education Service staff within the School. They may be able to point you in the direction of some further support within the University such as Skils@library or the Student Counselling Centre who run occasional exam stress workshops. Should you feel that you are experiencing a significant adverse effect on your wellbeing due to examination stress, you should seek medical advice and support.

**Who considers requests for extensions to submission deadlines?**

Students can request for an extension to a submission deadline for an assessment. Staff ICU leads will consider requests for deadline extensions. These extensions to deadlines can operate for some but not all in-course assessments (e.g. report hand-ins and not scheduled assessments as a spot test). Any extension request must be received **prior to the assessment deadline**. Regardless of whether or not an application for a deadline extension is approved by the ICU a student is within their rights to also submit an application for mitigating circumstances to be considered by USSC.

**What can mitigation achieve?**

**MBChB Students**
For the MBChB students mitigation **never** affects marks, grades or whether or not you pass an assessment. It cannot permit you to progress into a subsequent year (or to graduate) if your examination performance would otherwise prevent this. Mitigation only affects how the School deals with a student who has failed an assessment. The two commonest forms of mitigation are:

- **Further attempt – resit attempt**
  
  A student who would normally be asked to leave the course having failed a resit examination may be granted an exceptional ‘extra’ resit attempt for a capped mark.

- **Further attempt – first attempt resit**

  Under normal circumstances, the highest grade available at a resit examination is a pass grade of “D”. If the Undergraduate Special Cases Committee feels that there were sufficient mitigating circumstances at the time of the first examination, the resit may be offered “At First Attempt”. If a resit is taken under those circumstances, the original failing grade is disregarded in all future procedures (award of honours, providing references, selection for bursaries etc), and the resit attempt may return any grade.

- **Remove penalties for late submission**

  A student who would normally have received a penalty for submitting coursework after the submission deadline may have that penalty removed. **Wherever possible, students should alert their Programme Administrator in advance of the submission deadline if it is likely they will not meet a coursework submission deadline.**

Full details on all possible outcomes can be found at [inset link](#).
Intercalating & Classified Degree Students

Classified / Intercalating Students

The School of Medicine parents the following Intercalated and Classified Programmes:

- BSc Applied Health (Health Informatics)
- BSc Applied Health (Medical Education)
- BSc Applied Health (Medical Humanities)
- BSc Applied Health (Primary Care)
- BSc Applied Health (Public Health)
- BSc Clinical Sciences (Molecular Medicine)
- BSc Clinical Sciences (Cardiovascular Medicine)
- BSc Clinical Sciences (Medical Imaging)
- BSc International Health
- BSc Clinical Anatomy
- BSc Addiction Studies
- BSc Healthcare Science (Audiology)
- BSc Healthcare Science (Cardiac Physiology)
- BSc Diagnostic Radiography

Students attending intercalated programmes in other subjects should consult the parent School for information on mitigation procedures.

In Intercalated and Classified School of Medicine Programmes, all cases of mitigation will be considered. The commonest forms of mitigation are:

- Permission for further resit

A student who would normally be asked to leave the course having failed a resit examination may be permitted an exceptional further final resit.

- Reclassification of resit

Under normal circumstances, the highest grade available at a resit examination is a pass grade of 40. If the Undergraduate Special Cases Committee agrees that there were sufficient mitigating circumstances at the time of the first examination, the resit may be offered “At First Attempt”. If a resit is taken under those circumstances, the original failing grade is disregarded in all future procedures (award of honours, providing references, selection for bursaries etc), and the resit attempt may return any grade.

- Coursework submission deadline extension

A student who would normally have received a penalty for submitting coursework after the submission deadline may have that penalty removed. Wherever possible, students should alert their Programme Administrator in advance of the submission deadline if it is likely they will not meet a coursework submission deadline.

- Consideration of the classification of a degree

Mitigation for students on School of Medicine hosted Intercalated and Classified Programmes can affect the classification of the degree. For further details see the Rules for Award available from this website:

https://www.leeds.ac.uk/secretariat/documents/rules_for_award.pdf
What can mitigation NOT achieve?

Mitigation never affects MBChB marks or grades. This has implications for the award of MBChB with honours. To achieve honours, you must accumulate a certain number of "points" by achieving A or B grades in assessments. Mitigation does not permit the reconsideration of marks should you achieve a grade C or D in these exams. If you are concerned that circumstances beyond your control might affect your progress towards honours, you should make an appointment to discuss your situation with an Academic Sub Dean before the assessment.

Mitigation for students on School of Medicine hosted intercalated and classified programmes may indirectly affect the module marks that students receive (for example, additional attempts, setting aside penalties for late submission, and so on). However module marks must reflect academic performance under agreed assessment arrangements and therefore cannot be changed directly by mitigation. Mitigation for students on School of Medicine hosted Intercalated and Classified Programmes can affect the classification of the degree. For further details see the Rules for Award available from this website:

https://www.leeds.ac.uk/secretariat/documents/rules_for_ward.pdf

Who assesses applications for mitigation?

All applications are assessed by the Undergraduate Special Cases Committee. To view the membership of the committee click here. Please note that whilst it is permissible to discuss your application with your Programme Leader or Personal Tutor, it would be considered inappropriate for you to canvas the Committee prior to their decision.

Should I apply for Mitigation?

If you believe that your work may have been affected by circumstances, you should notify the Learning and Teaching Office as soon as possible. This will normally be before the assessment, but applications may be accepted up to 5 days afterwards. Retrospective applications for mitigating circumstances from students who wait until they have received their provisional marks will not normally be accepted. Applications for mitigation are never accepted after results have been presented to the relevant UBE. Students wishing to bring matters to the attention of the School after their marks have been confirmed will need to do so via the Academic Appeals Procedure. Applications will not be accepted after the 7 day period has passed unless you are able to provide an account and independent evidence of the exceptional circumstances that precluded earlier submission. You should apply in writing using this application form which should be handed in at, or posted to, the Learning & Teaching Office. Students on Classified Degrees please notify your Programme Administrator that you have submitted an application.

What information do I include on my application?

You should give as full an account as you can of the circumstances. Your account must be supported by independent evidence. You must specify how your work has been affected (classes missed over a stated period, work submitted late, under-performance in a specified assessment). If you believe that your performance has been affected in more than one assessment you must submit a separate form for each assessment.
What if I want the information included in my claim to be treated as confidential?

All information received as part of a claim for mitigating circumstances is confidential. Your case will be heard by the School of Medicine Undergraduate Special Cases Committee. Your claim will be processed by School of Medicine administrative staff and the information included in your claim presented at a USCC meeting. A copy of the claim is kept securely in your student record.

If you would prefer your mitigation evidence to be held in a sealed envelope in your confidential student file please place the form and supporting evidence in a brown envelope with your name, student identification number, and the statement ‘Mitigating Circumstances – Confidential’.

How do I apply?

A copy of the application form (signed and dated) should only be submitted to the Undergraduate Special Cases Committee Administrator, School of Medicine Learning and Teaching Office either by hand or by post, along with all relevant supporting documentation. We recommend that you use Recorded Delivery for postal submission. Students on Classified and Intercalated Degrees please notify your Programme Administrator that you have submitted an application.

If you are unable to submit a paper copy of your application in time, you may e-mail an electronic version to the Undergraduate mitigation administrator Matthew Sewell in the Learning & Teaching Office but a signed and dated copy must follow as soon as possible, normally it will be a requirement that the signed and dated copy is received before USCC sits.

Intercalating and Classified students are asked to inform the Programme Administrator that they have made a claim for mitigation. Students do not need to go into detail other than a claim has been made.

What supporting evidence should I enclose?

Applications for mitigating circumstances will not normally be considered unless they are supported by independent documentary evidence. Applications will not be confirmed until this evidence has been received (applications can be submitted without this evidence, but relevant documents must be submitted within 5 working days of the form where possible).

Independent evidence would normally be an original document on headed paper and signed by an appropriate third party, giving details of the circumstances, its dates and/or duration and, where possible, its impact. (Original documentation can be returned to the student if requested). An appropriate third party would be one who knows the student in a professional capacity, or one who can verify the circumstances and who is in a position to provide objective and impartial evidence. Electronic evidence will only be accepted from verifiable addresses.

All evidence must be provided in English. It is the student’s responsibility to provide translations of any non-English documentation, and any documents not in English or without translation will not be accepted as evidence. The translation must be certified as accurate by a Public Notary or translated by an accredited translator.

The following list aims to provide guidance on the types of evidence that we would normally expect to be provided to support an application for mitigating circumstances. This list should not be considered definitive, and Schools should always give reasonable consideration to other forms of documentary evidence obtained by a student in support of their application.

Students should be aware that their School may request additional evidence to help to clarify a set of circumstances and all documentation supplied should be the originals unless otherwise stated by the School. Scanned documents may be provided in instances where time is a factor, but students
MUST be prepared to present the original documents upon request at any stage of the application, including once an application has been approved.

<table>
<thead>
<tr>
<th>Illness or accident of student (short-term)</th>
<th>Medical certificate signed by appropriately qualified medical practitioner, obtained whilst the illness or incident was affecting the student (including a copy of the Invigilator's report in instances where a student is taken ill during an examination – these are sent directly to the parent school from the examinations office); OR Letter from doctor, giving dates affected by illness and containing a medical opinion on how the student would have been affected. NB: Medical notes which demonstrate that medical advice and treatment was sought at the time of, or soon after, a bout of illness, will carry more weight than a retrospective disclosure of illness weeks or months after the fact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness of student (chronic/long-term)</td>
<td>For conditions which pre-date admission to the University, students will need to provide relevant medical evidence to demonstrate how and when the symptoms had become acute or had changed, and explain how this affected their ability to study or impaired their performance in assessments.</td>
</tr>
<tr>
<td>Illness of another person, usually a close family member (this can be either short-term or chronic illness)</td>
<td>Medical evidence relating to the illness (clearly indicating dates of illness). Students may also be required to provide evidence of their connection to the person who is ill (where that person is not a family member) AND Corroborating evidence to demonstrate the impact on the student (this will preferably come from a member of University staff /other relevant third party, which can include family members). Students will need to make clear why and how their ability to study was affected.</td>
</tr>
<tr>
<td>Bereavement</td>
<td>Evidence of bereavement which can be a letter from funeral director or minister conducting the service, Order of Service showing date, or other relevant documentation. A statement from a doctor or other qualified professional, or member of University staff (e.g. personal tutor) confirming the student had disclosed a bereavement, would also be accepted. A death certificate would be accepted, but is not a requirement. In the event a student suffers a bereavement during their degree, they are strongly encouraged to seek support from the School. The University Counselling Service is also available.</td>
</tr>
<tr>
<td>Other domestic disruption (family issues, financial or accommodation difficulties, work-related issues (for part-time students))</td>
<td>Statement must provide clear details, including dates which link to the assessment(s) affected. Must also provide evidence of how the student was affected and why this prevented them from completing the assessment(s) on time. This could include corroborating statement from professional person, i.e. counsellor, employer, landlord/agent, University staff member (i.e. personal tutor, module leader, exam invigilator).</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Absence arising from such things as jury service or maternity, paternity or adoption leave.</td>
<td>Official correspondence relating to these events.</td>
</tr>
<tr>
<td>Victim of crime</td>
<td>Police Report – a crime number can be used as an interim measure, but students may be required to provide a copy of the police report as well. For crimes which are of a personal nature, where students find it difficult to report the matter to the police, appropriate evidence can be provided from a medical professional, counsellor or other relevant person.</td>
</tr>
</tbody>
</table>

It is the responsibility of the student to obtain all evidence they wish to submit in support of their application. The University and its staff will not be able to obtain medical, or other, evidence on behalf of the student.

**What happens to my application?**

Once your assessment result is known the Undergraduate Special Cases Committee will consider your case. Copies of your mitigation claim and supporting evidence will be held in your confidential student file.

**Who will notify me of the outcome of my case?**

MBChB students who have failed a unit of assessment and have submitted mitigation will be written to after the appropriate UBE’s decision has been made. The letter, signed by the Director of Progression, will inform the student of the UBE’s decision and also that of the USCC.

Intercalated and Classified students who have submitted mitigation will be advised the outcome in writing by the Programme Administrator.

If a student is unhappy with the Special Cases Committee’s decision an appeal can be made to the Office of Academic Appeals and Regulations: [http://www.leeds.ac.uk/AAandR/](http://www.leeds.ac.uk/AAandR/). Details are also available in the Taught Student Guide.
**What happens if my request for mitigation is successful?**

Once your results have been considered by UBE, you will be notified in writing if your request was successful, and given full details of how this affects your progress through the course.

Note for MBChB students a failed unit of assessment will **always** involve resitting the assessment and, if necessary, retaking the year. MBChB students cannot progress into the following year of the course (or graduate) until you have passed every assessment. It is important to note that if you have made a claim based on medical problems, even if you are successful at resit you will be required to show evidence that your are medically fit to study before you will be permitted to return to the course.

**What can I do if my request for mitigation is rejected?**

As with all decisions made within the School of Medicine, you can appeal to the Office of Academic Appeals and Regulations. The process is documented in your Taught Student Guide and on the Office of Academic Appeals and Regulations (OARR) webpage. It is considered inappropriate for a student who is unhappy with the decision to contact the Committee. If you wish to discuss your options you may want to consider contacting your Personal Tutor, Academic Sub Dean or Programme Lead.

Students who wish to appeal a decision made by USCC need to submit a formal appeal.

**If I am granted a first attempt re-sit for an assessment, can I decide not to take it?**

Where you have been granted a first or further attempt following an application for mitigating circumstances, any attempts must be taken at the next available opportunity (or within the timeframe agreed with the School). It will not be open to you to decline the offer of a further attempt (whether a first attempt resit or otherwise) following a successful application for mitigating circumstances, and then ask for that attempt to be restored at a later date.

You must inform the School of your decision straight away to ensure that you are not registered to take the first attempt re-sit and that your original mark is not permanently removed from your record.

**I have taken temporary leave from my studies, do I still need to submit a mitigating circumstances request?**

If you have taken temporary leave from your studies before the temporary leave deadline (end of teaching week 8), then no, you do not need to submit a request.

If you have taken temporary leave after the deadline, then yes a submission would need to be made. This is due to the University’s policy that after teaching week 8 you are still expected to complete the assessment. Please note that if you are studying a year-long module and taking temporary leave in semester 2, you would need to discuss this with your School as a request may need to be submitted.